

FLYNN MANAGEMENT CORPORATION
SITE MANAGER AGREEMENT- USDA RD PROPERTY

Employee Name: _____

Property Name: _____ City: _____ State: _____

Flynn Management Corporation (FMC), acting as the Agent for the above-named property hereby agrees to hire the employee named above as the Site Manager. The above-named does hereby accept appointment on the terms and conditions below.

SITE MANAGER DUTIES

A. HOURS

The Site Manager shall be in the property office or on the property grounds at all times during assigned office hours.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. Project Office

- a. Establish project office.
- b. Set up and maintain files in strict accordance with Plan-o-Gram.
- c. Set up and maintain all required office equipment (answering machine, copy machine, fax, telephone, typewriter, etc.) in working order at all times.
- d. Maintain adequate supply of all required forms and supplies.
- e. Post and maintain all required posters, notices, and signs.
- f. Read and become familiar with all appropriate manuals, regulations and procedures including:
 1. USDA-RD 3560
 2. FMC Procedure Manual(s)
 3. FMC Forms Manual
 4. FMC Employee Handbook
 5. FMC Employment Procedures and Forms Manual
 6. Fair Housing Regulations
 7. State Landlord/Tenant Laws
 8. Tax Credit Regulations (if appropriate)
 9. Grace Hill Training
- g. Maintain and control project keys in accordance with FMC Procedure Manual.

2. Leasing

- a. Market property with the occupancy of vacant apartments by eligible residents as the first and foremost priority.
- b. Respond to inquiries from prospective residents.
- c. Maintain project inquiry list.
- d. Maintain project waiting list.
- e. Help prospective residents complete Application and obtain all required forms and documentation.
- f. Process in a timely and accurate manner all required documentation to resident files during the move-in, recertification, and move-out procedure.

3. Rent Collection

- a. Collect and deposit rents daily.
- b. Aggressively pursue delinquent accounts and issue all notices in a timely fashion.
- c. Maintain and post resident ledgers and CRJs.
- d. Never accept cash.

4. Recertifications

- a. Issue 90-60-30 day notices when due.
- b. Obtain all required recertification documents from residents.
- c. The Site Manager is responsible for the timely and accurate processing of Tenant Certifications (TC). If, because of the Site Manager's failure to comply, any Tenant Certification is not received when due at its designated USDA-RD District Office, the Site Manager may be held financially responsible for any penalties the property may incur from USDA-RD.

5. Notices and Reports

- a. Issue all required notices to residents in a timely fashion, including:
 - 1. Delinquency Notices
 - 2. Recertification Notices
 - 3. Disturbance Notices
 - 4. Lease Violation Notices
 - 5. Lease Termination
 - 6. Security Deposit Claims
- b. Submit all reports when due.

6. Property Supervision

- a. Continually inspect property, including daily walking of the grounds, recording deficiencies, and taking necessary action, within budgetary allocations.
- b. Respond to emergency calls and disturbances on a 24-hour basis.
- c. Immediately report accidents and emergency situations to Supervisor and Home Office by preparing and filing the proper reports.
- d. Supervise and inspect work of anyone working on property, including staff maintenance personnel and vendors.
- e. Establish schedules and assign personnel for routine maintenance and emergency coverage.
- f. Maintain property Maintenance Log book.
- g. Ensure that all maintenance requests are addressed on an immediate one-call basis, if possible, and that residents are notified if parts must be ordered causing a delay.
- h. Obtain competitive bids for work on property.
- i. Maintain project inventory list of all assets.
- j. Establish and maintain a sprinkling schedule to ensure adequate, but not excessive, watering of all landscaped areas.

7. Accounting

- a. Emburse Credit Card
- b. Process all bills in a timely fashion.
- c. Operate property within approved USDA-RD Budget 3560-7.
- d. Obtain all required forms from vendors (including W-9, insurance, licenses, etc.).
- e. Adhere to all accounting procedures, including, but not limited to:
 - 1. Use of account numbers
 - 2. Purchasing limits
 - 3. Vendor requirements
 - 4. Accounts payable process
 - 5. Rent roll, summary, and recap reports
 - 6. Other monthly reports
 - 7. Special accounting items

8. General

- a. Attend all required company meetings and training sessions.
- b. If living on site, complete all required documents as a condition of employment.
- c. **TO CONSISTENTLY ABIDE BY AND ADHERE TO THE FEDERAL FAIR HOUSING LAWS.**

C. OUTSIDE EMPLOYMENT

The Site Manager shall not have any other employment unless authorized in advance, in writing, by the President of Flynn Management Corporation.

D. MOBILE PHONE

As a condition of employment, each Site Manager is required to have a mobile phone in his/her possession immediately upon hire. The monthly charges are the expense of the Site Manager. No personal phone calls are to be made on the property's business phone.

This Agreement may be terminated by either party. Any Site Manager who knowingly disobeys policies, procedures, and instructions from FMC or USDA-RD, does not perform services outlines, or herein, commits an illegal act, whether intentional or otherwise, causes the property to lose financially, or allows the property to become below standard will immediately be relieved of their position and must immediately remove themselves from the office and surrender all project keys.

SITE MANAGER:

Print Name: _____

Signature: _____ Date: _____